

POLICIES AND PROCEDURES

Soroptimist International of Cape May County

PO BOX 65

CAPE MAY, NJ 08204

CLUB #102226

Adopted on May 2, 2018

ADMISSION TO MEMBERSHIP:

- Any individual may propose for membership in the club. Prospective members shall attend at least one business meeting prior to being considered for membership. Such proposal shall be submitted on a form approved by the membership. Copies of the application shall be sent to the board to verify eligibility.
- With the approval of the board. And a clear sex offender registry background check, an invitation for membership will be sent to the proposed member.
- The new member shall be enrolled upon receipt of acceptance of the invitation to membership, with payment of all required fees and dues, including federation fees. The 2018 new member fee is \$130.00 if inducted prior to January 1st. If inducted after January 1st, the fee is \$80.00
- Induction will take place at a monthly business meeting. The new member shall have the choice of postponing their induction until the new fiscal year if joining after March 1st. If they choose to delay membership, they will be entitled to attend all meetings, functions, and participate in projects as a guest.

MEETINGS:

- The June meeting shall be the Annual Meeting and be for the purpose of receiving reports of officers, the Board of Directors, and committees as needed.
- The installation of officers shall be conducted at this meeting,
- The Soroptimist 101 program shall be held at this meeting. This program is for educating members as to heritage, purpose, objectives, policies and programs of our club. -The club shall select a place of regular business meetings except in places where it delegates this responsibility to the Dinner/Business meeting committee.
- An agreement must be signed by a representative from the venue, a representative of the Dinner Committee and the President or Treasurer for each dinner meeting that is being held in a

restaurant setting. The agreement must contain the inclusive price of the meal, and the details of what will be served. The completed form shall be turned in to the Treasurer prior to her writing a deposit check.

-District Conference (Fall), Regional Meeting (Spring) and National Conventions (Biennial)

A) Each club in good standing may designate one (1) delegate (and an alternate delegate to serve in the absence or inability of delegate to serve) to attend and cast a vote at the biennial national convention. The club does not fund this convention.

B) The club shall defray the registration, transportation, meals, per diem lodging expenses for the District Conference and Regional meetings for three delegates in the amount to be suggested by the Finance Committee in a budget approved by the Club.

FISCAL MATTERS:

-Dues and Fees: Each member shall pay to the Club the amount designated by the SIA yearly dues by a 2/3 vote. This fee will be deposited into the general fund. The Club shall pay SIA dues as established by the SIA Board. Each member shall pay her own cost for any dinner, lunch or function. IF member registers for a meeting and is a "NO SHOW" or cancels after the cutoff date, she is responsible for paying the price which has been designated for that event.

-Audit: The Treasurers books shall be audited by August 15th of each club year. The Board of Directors may authorize a Certified Public Accountant or an Audit Committee to conduct this audit.

-The CMC Soroptimist Board shall bring to the membership recommendations of future expenditures and projects. These expenditures and projects should then be voted on by the membership.

-The Treasurer and Assistant Treasurer shall periodically review the financial affairs of the Club, prepare the proposed budget, with the budget committee, for the next fiscal year and perform such other duties as may be required by the Board.

-In the remembrance of a deceased member, a donation of \$50.00 will be sent to her church or charity. This will be the responsibility of the Hospitality Chairperson.

-Hospitality Chair will send cards when appropriate. When the situation warrants it, a donation of \$50 will be sent.

Last updated 5/2018

FUNDRAISING;

-The Fundraising Committee, under the Chairmanship of the 2nd Vice President, has the responsibility of suggesting future fundraising endeavors. All ideas for such events should be presented to the Fundraising Committee before being implemented.

SOLICITATION:

-Members are not permitted to solicit requests for donations to charities they may have a personal interest in. They are not permitted to use the CMC Soroptimist email list to contact members in this regard, Members are asked not to pursue a Soroptimist benefit fund raising event before receiving approval from President and/or Treasurer.

-Members are restricted from using the Club's email list to promote events being held by other organizations. This restriction also includes the sale of items and distribution of fliers as well as announcements at meetings. This policy does not apply to organizations we support in our yearly budget.

PROGRAMS OF SERVICE AND SPONSORED ORGANIZATIONS:

The Programs of Service Director shall oversee the committees in each program or service area. The Director of Programs of Service Committees will gather monthly updates from the Chairperson of each of the projects and award committees and present report at the monthly Board meetings and business dinner meetings. Programs of Service and Sponsored Organizations include the following:

CARA Collections/Projects

Christmas Giving

Fundraising - Projects in Fundraising must be designated for General or Service funds

Girlz Rule

Hugs for Health (Cancer Bags)

Kindle Scholarship (s)

Live Your Dream Award

Medical Award

Nursing Home Visits

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Ruby Award

Violet Richardson Community Service Award

The Technical Director shall oversee the committees of Technical functions. The Technical Director will gather monthly updates from the Chairperson of each of the Technical committees and present report at the monthly Board meetings and business dinner meetings. Technical Committees include the following:

Budget & Finance - Treasurer and Assistant Treasurer, with the help of the budget committee, shall periodically review the financial affairs of the club, prepare the proposed budget for the next fiscal year and perform such other duties as may be required by the Board. The Committee performing annual audit consists of Past Treasurer, Treasurer, Assistant Treasurer, President and 2 additional members appointed by the president.

Business Dinner Meetings Attendance and Dinner Reservations - Committee shall keep the record of attendance of each member of the Club and send listing of all attendees each month to the Recording Secretary. Committee is also responsible for securing meeting venues

Agreement for each venue must be signed by Dinner Committee Chairperson and Treasurer and President prior to any payment being given.

By-Laws/Policy & Procedures - Parliamentarian shall assist the Club in following the Bylaws and Procedures of the Club. The committee shall consist of Parliamentarian, President and three members from general membership. Committee will review and edit amendments and resolutions proposed and present such for action by the Club. The committee shall also interpret the laws upon requests received.

Fifty/Fifty Raffle - Committee will offer tickets for sale at most of the monthly business dinner meetings.

Grant Writing - Committee will review local businesses who offer grants that may be available to our club

Historian - Historian shall be the keeper of annual records that document the history of the Club

Inductions and Installations - Committee shall induct new members. Officers and Directors will be installed by Committee at designated meetings. Installation committee is responsible for providing flowers for new members. Treasurer is responsible for ordering pins for members and pin for past President

Last updated 5/2018

Invocations - Committee will be responsible for doing invocation prior to dinner being served at the monthly meetings and some events

Membership - Committee will communicate in writing with all those interested in joining our Club and will promote an understanding of eligibility and requirements of all new members

Photographer - Chairperson will take photos at various events and share the photographs with representatives handling websites and public relations

Public Relations - Public Relations shall develop a favorable PR image with the community and handle various media and will work with the various committees to develop write up and pictures with names of people in the photographs we are requesting media to publish. This committee will also oversee our Website and Facebook page for the Club.

Soroptimist 101 - Committee will plan the part of the annual meeting that includes the general education of all members as to the heritage, purpose, objectives and policies and procedures of our organization. Members will be requested to sign up for various committees so that responsibilities will be handled appropriately to fulfill our mission to improve the lives of women and girls in Cape May County.

Yearbook - Committee publishes an annual book of officers, members, meetings, budget and Chairperson of special events and Chairpersons of Service and Technical Committees. A brief history of our Club is also included.

BY-LAWS AND POLICIES AND PROCEDURES:

-The Committee shall consist of 5 members, the Parliamentarian, President and 3 members. They will receive and edit the amendments and resolutions proposed and present such for action by the club. The Committee shall also interpret the laws upon requests received.

-The Parliamentarian shall assist the Club in following the by-laws and procedures of the Club.